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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]

DATE: 6 July 1948

FROM : Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - June 1948

The following report covering activities of the Transportation Division during the month of June is submitted pursuant to your request.

1. Status of Personnel:

(a) T/O as of 1 June 1948 - 55 positions

(b) Total number actually on duty by sections

Office of the Chief 1

Shipping Section 2

Motor Pool 48

(c) Number of personnel interviewed for whom actions have been

initiated:

Motor Pool (Chauffeurs) 2

" " (Truck Driver) 1

" " (Mechanic's Hlpr) 1

Recruitment request is still on file with the Personnel Branch for one (1) Stenographer, CAF-4, for the vacancy in office of the Chief.

A personnel action for Truck Driver, Tractor-Trailer, Ungraded, \$1.12 hourly rate was submitted to fill vacancy created by resignation of [REDACTED] with COB 2 July 1948.

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The Motor Pool has been operating satisfactorily with a minimum number of complaints. We put four new cars into operation during the month and made one new assignment. The acquisition of the new cars enabled us to do considerable more maintenance work having replacement vehicles available for those cars being worked over in the garage.

2. Truck Operations:

The following truck operations were performed during the month:

14 trips to New York

1 trip to Boston

206 local hauls in and around Washington

3. The following is a report of the activities of the [REDACTED] Garage and the Que Building Motor Pool:

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(a) [REDACTED] Garage

Repair jobs	24
Labor \$	626.00
Parts	264.07
Repair Jobs Performed Outside	3
Labor \$	48.40
Parts	226.81
Maintenance Work	
Cars washed	44
Cars lubricated	26
Other service jobs	110
Labor \$	899.75
Parts	139.32

Total value of labor performed in the garage during the month was \$1525.75. This work was performed by two Supervisor Auto Mechanics; two Auto Mechanics and one Mechanic's Helper, total salaries being \$1028.50, indicating a saving of \$497.25.

(b) Que Building Motor Pool

996 - Total trips made
45.3 - Average number of trips per day
7659 - Total miles operated
348.1 - Average miles per day
7.7 - Average miles per trip
42.5 - Average time per trip

During the month we had an average of 2.4 calls per day for service which were delayed, but there were no requests for service actually refused due to lack of cars or drivers. Those calls which were delayed were all taken care of within a few minutes.

Forty four (44) passenger carrying vehicles operated a total of 38,335 miles, while twenty four (24) trucks operated a total of 12,785 miles during the month.

4. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail reservations	28
Airline reservations	26
Hotel reservations	7
Fare quotations	153
Persons processed overseas	6
Transportation requests	103

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[REDACTED]